

HOLLYHOCK

Position: Fundraising Coordinator

Reports to: Development Director

Start Date: TBD

Term: Part-time, 3 days a week (24 hours), Permanent

Location: In-person on Cortes Island or remote from Vancouver / Vancouver Island regions in BC, Canada. If remote, occasional travel to Cortes Island is required (minimum of 2-3 trips per year).

Compensation: \$19-\$24 per hour

ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. We host programs, trainings, and signature programs each year on our Cortes Island campus and online; immersing our staff in a culture of connection, personal growth, and progressive social change.

We believe that employees who reflect the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

The Fundraising Coordinator is responsible for the administrative duties related to donations, events, donors, grants, and sponsorships. The Fundraising Coordinator liaises and assists with multiple departments when needed and maintains accurate records in a variety of databases every day. This role is focused on providing exceptional customer service to Hollyhock's donors ensuring every donation is accounted for and responded to in a timely manner.

ABOUT YOU

You are an astute individual with a keen eye for details. Organization, task lists, and data entry is your comfort area. You have a passion for customer service and maintain a high standard for your written and verbal communication skills. You enjoy showing your appreciation to customers, donors, and team members in creative and professional ways. You are self motivated and want to contribute to an organization that champions team collaboration, personal growth and social change.

KEY RESPONSIBILITIES

Donations & Administration

- Embrace the accuracy and small details in building donor and donor prospect accounts, including but not limited to list uploading documentation, individual entry, and/or database structure and layout.
- Ensure donor records are up to date with all day-to-day activity at the end of each day.
- Monitor and follow up for any failed transactions and outstanding pledges.
- Maintain reports and create reports as needed.
- Ensure the Donor Stewardship Plan is followed in a timely manner.
- Process tax receipts in a timely manner.
- Maintain a donor audience in MailChimp.
- Maintain a calendar of submissions and other relevant deadlines for all grants.
- Record grant commitments, assist and submit grant reports.

Campaigns & Marketing

- Assist with fundraising campaigns from development to execution, including making phone calls and/or sending mail or emails.
- Assist in the creation and production of marketing materials, including but not limited to: donor cards, fund booklets, donor gifts, presenter pillow notes, presenter evening script, on-site posters, sponsor reports, and portfolio.

Events

- Assist with event operations as needed by Fundraising, Marketing and Program departments.
- Create save-the-date, invitation, and email reminders for all events.
- Maintain invitations and RSVP lists.
- Post event activities to social media (through live, stories, etc).
- Provide tech-support for zoom events.
- Explore new software options for online events.
- Act as the vendor liaison, when applicable.

QUALIFICATIONS

- Minimum 2 year experience in administration or related field.
- Experience with event planning and production is an asset.
- Exceptional verbal and written communication skills.
- Strong interpersonal, customer services, and people skills.
- Exemplary organizational skills to ensure official documents are correct, completed, filed and accessible when needed.
- Ability to process a large volume of data while ensuring a high standard of quality.

HOLLYHOCK

- Extraordinary attention to detail.
 - Experience using systems such as eTapestry, Google Suite, MailChimp, and Canva.
 - Skilled with using digital tools such as: Zoom, Asana, Slack and Google apps.
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